

U.S. DEPARTMENT OF COMMERCE  
U.S. Census Bureau, Denver Regional Census Center  
<http://www.census.gov/roden/www/2010emply.html>  
Recruiting Bulletin

**PARTNERSHIP SPECIALIST (GENERAL/GOVERNMENT), GG-301-7/9/11/12**

**ISSUE DATE**            December 12, 2008  
**CLOSING DATE:**      December 31, 2008

**Recruiting Bulletin No: 3199-08-108-(E)**

**DUTY LOCATIONS:** Cheyenne or Casper, Wyoming

**YEARLY SALARY:**

GG-7: \$36,822      GG-9: \$45,040      GG-11: \$54,494      GG-12: \$65,315

(Please submit a separate application packet for each grade level you are applying for).

**AREA OF CONSIDERATION:** You must be a U.S. citizen and reside in Cheyenne or Casper

**SELECTIVE FACTOR:**

This position requires the possession of specialized knowledge, skills and/or abilities, in addition to meeting the basic qualifications outlined below. Only applicants who show evidence of meeting the following factor will be considered for this position. If you do not meet this factor you are disqualified for this position. You must **submit a separate, individual statement addressing the Selective Factor below giving examples of meeting this factor.**

**“Demonstrated experience in developing relationships and productive partnerships with local and regional governments within the duty station area.”**

**NUMBER OF VACANCIES:** Few

**PROMOTION POTENTIAL:** GG-12

**EXCEPTED SERVICE APPOINTMENT:** This is a 13-month Schedule A time-limited appointment with a possible extension not to exceed 9-25-2010.

Payment of relocation expenses IS NOT authorized.

**EVALUATION CRITERIA:**

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **TO BE CONSIDERED, APPLICANTS MUST SUBMIT A SEPARATE, INDIVIDUAL STATEMENT ADDRESSING EACH OF THE FOLLOWING.**

1. Experience in planning, implementing, and evaluating the goals and objectives of a nationwide and/or regional outreach and promotional program.
2. Experience in developing and nurturing productive partnerships, for the purpose of gaining cooperation and support, with state, local, and tribal governments; community-based organizations; faith-based groups; schools; media outlets; and businesses.

3. Experience writing and developing speeches, presentations, and workshops; delivering speeches, presentations, and workshops; and organizing and conducting meetings and events, all for the purpose of gaining cooperation and support and initiating action.

**DUTIES:** The Partnership Specialist is responsible for developing partnerships with state, local, and tribal governments; community-based organizations, faith-based groups; schools; media outlets; businesses; and other grassroots entities in communities within the regional office area. The Partnership Specialist also provides support to census field operations such as Recruitment, Be Counted, Questionnaire Assistance Centers, Non-Response Follow-Up, and others. The Partnership Specialist will work under the supervision of a Partnership Coordinator. The incumbent will conduct research, analyze the regional office area, and assist in the development of the regional plan for the PDS Program for the census. This plan will follow the goals and objectives, overall strategies, and major activities provided by headquarters staff as well as adhere to the budget allocations for the regional office for the planning and implementation of the program. Travel will be required.

**QUALIFICATIONS:** Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. You must be 18 years or older to be hired, and be a U.S. citizen
2. You may qualify for a position based on your education, specialized experience, or a combination of both. If qualifying based on education, you **MUST** submit a copy of your college transcripts. The selectee will be required to supply original transcripts.

**Specialized experience** is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is **typically in or related to the position of Partnership Specialist**. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in the Federal Service.

**GG-0301-07:**

**EXPERIENCE:** You must have one year of specialized experience equivalent to the Partnership Specialist, 301-05 grade level in the Federal service. Specialized experience is work experience explaining non-technical information or providing on-the-job training on regulations, policies, or procedures to others or at briefings, meetings, conferences, or hearings **OR** work experience in providing instructions or coaching others in athletic, leisure, or community activities, helping customers, clients, or members of the public who were hostile or upset, handling customer complaints or providing instructions to customers or the public either in writing or by telephone., **OR**

**EDUCATION:** Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided the applicant with the knowledge of speech communication; broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

**GG-0301-09:**

**EXPERIENCE:**

You must have one year of specialized experience equivalent to the Partnership Specialist 301-07 grade level in the Federal service. Specialized experience is work experience applying communication principles, methods, techniques for the development of campaigns **OR** work experience in editing technical material for targeted audience **OR** work experience interacting and dealing with the public including media, state, and local government officials, community, businesses, and organization program officers, **OR**

**EDUCATION:** Two full years of graduate education or master's degree directly related to the position that provided knowledge of broadcast journalism; print journalism; creative writing; public administration; advertising; composition; mass communication or mass media; public relations techniques; or radio, television, and film production.

**GG-0301-11:** .

**EXPERIENCE:** You must have one year of specialized experience equivalent to the Partnership Specialist 301-09 grade level in the Federal service. Specialized experience is work experience applying analytical techniques and interpersonal relations in dealing effectively with targeted audience; and analyzing the views and opinions from organizations and developing recommendations for stimulating interest in activities, **OR**

**EDUCATION:** Three full years of graduate education or the Ph.D., directly related to the position that provided the knowledge of speech communication; broadcast journalism; creative writing; public administration; advertising; mass communication or mass media; public relations techniques; or radio, television, and film production.

**GG-0301-12:**

**EXPERIENCE:** You must have one year of specialized experience equivalent to the Partnership Specialist 301-11 grade level in the Federal service. Specialized experience is work experience (1) conducting public affairs programs involving public information and community relations activities; and (2) seeking cooperation and presenting information to internal and external groups, including media, state, and local government officials, community businesses, and organization program officers.

**Education:** No substitution of education for experience is permitted.

**HOW TO APPLY:**

Mail the following to the address indicated. Application materials must be received by the closing date.

1. Your resume' or OF-612 (see Appendix for required information). You must submit one application packet for each grade level for which you are applying.
2. Your statement addressing the 3 evaluation criteria.
3. Your OF-306, Declaration for Federal Employment (which can be downloaded from our website),
4. Your other supporting documents, i.e., DD-214 or SF-15 for veterans preference; or college transcripts

**U.S. Census Bureau  
Denver Regional Census Center (RCC)  
6950 W. Jefferson Ave., Suite 250  
Lakewood, CO 80235-2032**

**ATTN: Dulcy Hernandez, Human Resources Specialist**

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

# Appendix

## REQUIRED INFORMATION ON OF-612 OR RESUME'

Within the application or resume, **you must provide the following information** in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

-Recruiting Bulletin number, title, and lowest grade acceptable

-Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

-Social Security number

-Country of citizenship (**this Federal job requires U.S. citizenship**).

-Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i. e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

Highest Federal civilian grade held (if applicable)

Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

-Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

-Job-related: training courses (title and year), skills (eg. other languages, typing speed, computer software/hardware, tools, etc.) certificates/licenses (current), and honors, awards, and special accomplishments (eg. publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or sent from a Government FAX machine will not be accepted.

-Individuals with a disability may request reasonable accommodations by calling (720) 533-4120.

## CONDITIONS OF EMPLOYMENT:

-This is a mixed-tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.  
- Candidates selected for these positions must sign agreements outlining the conditions of employment  
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in you application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed. -Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

For information on this position, call Dulcy Hernandez, HR Specialist 720-533-4120